Circular No. 9.
1,200—May, 1915
2,500—April, 1916

Ontario Department of Education

NOTICE TO BOARDS AND STAFFS

OF

High and Continuation Schools and Collegiate Institutes

The attention of the Boards and Staffs concerned is called to High School Regulation 8 (1) and (2) and Continuation School Regulation 5 (4), which, *inter alia,* prescribe as follows:

For the teachers of Art, Physical Culture, and the Commercial subjects in the High and Continuation Schools, the minimum qualification shall be an Elementary certificate; and, after reasonable notice by the Minister and on the report of the Inspector, members of the staffs who take part in the teaching of the subjects, but who do not hold the certificates prescribed above, shall qualify themselves for such certificates and Boards shall provide teachers with these qualifications. In the meantime, the Minister may accept, on the report of the Inspector, such qualifications as are found to be the highest available.

For teachers of the same subjects in the Collegiate Institutes, the qualification shall be a Specialist's certificate.

Provision has also been made for the issue of temporary certificates, but such certificates will be granted only for reasons satisfactory to the Minister and after Boards have shown by duly advertising and offering an adequate salary that they are unable to secure teachers with the prescribed qualifications.

For several years, the foregoing provisions have been brought to the attention of those concerned by the High and Continuation School Inspectors at their official visits. Moreover, free Summer Courses leading to the certificates prescribed in the above Regulations, are offered annually by the Department of Education. Of these courses many teachers have already availed themselves, and the Minister has now decided that it is in the interests of the schools that the Regulations cited above shall be generally enforced in accordance with the following provisions for the different classes of schools:

Collegiate Institutes

Art.—For the school year of 1915-1916, all teachers of Art shall hold at least an Elementary certificate in this department. After July, 1916, no school will be graded I under the Approved School Scheme unless the teacher of Art holds a Specialist's certificate, and Boards will be expected to have made due efforts to secure before that date a teacher so qualified.

Physical Culture.—All teachers of Physical Culture whose work was, at the last inspection thereof before July, 1913, reported as satisfactory, may, on the report of the Inspector from time to time, be regarded as qualified for the work, but only for the Collegiate Institute in which they were then engaged.

On the report of the Inspector, all others will be expected to qualify before September, 1916, the teacher in charge of all the classes for a Specialist's certificate, and any others taking part in the work for at least an Elementary certificate.

The Commercial Subjects.—The regulations prescribing the qualifications of teachers of the Commercial subjects shall be duly observed. There is no scarcity of Commercial Specialists.

High and Continuation Schools

Art.—All teachers of Art will be expected to secure Elementary certificates before September, 1916. After that date no school will be graded I under the approved School Scheme unless the teacher of Art holds at least an Elementary certificate.

Physical Culture.—All teachers of Physical Culture whose work was, at the last inspection thereof before July, 1913, reported as satisfactory, may, on the report of the Inspector from time to time, be regarded as qualified for the work, but only for the High or Continuation School in which they were then engaged. On the report of the Inspector all others will be expected to obtain at least an Elementary certificate before September, 1916.

The Commercial Subjects.—All schools having full Commercial Courses will be required to provide, before September, 1916, teachers holding at least an Elementary certificate. Even when only a part of the course is taken up, it is expected that the teacher shall hold an Elementary certificate.

High and Continuation Schools and Collegiate Institutes

In connection with the foregoing notice, Boards and Teachers of High and Continuation Schools and Collegiate Institutes should bear in mind the following provisions:

Grant for Physical Culture

(1) The Departmental grant of $50 for Physical Culture, provided for by Regulation, is payable only when the teacher holds a Specialist's certificate in Physical Culture; the Cadet Corps certificate alone does not qualify for teaching this subject or for the Departmental grant.

Lower and Middle School Art Courses

(2) The Department will not hereafter approve of the maintenance of a class in Middle School Art unless the following conditions are complied with:

(*a*) The teacher shall hold at least an Elementary certificate in Art.

(*b*) The equipment specified in the Regulations for Art models and the working equipment for Art rooms shall have been duly provided.

(*c*) A minimum of two hours a week shall be provided on the teacher's time-table for instruction in the subject in class.

(*d*) The Inspector's report of the equipment, organization, and teaching, shall be favourable.

(3) Beginning with the Departmental Lower and Middle School examinations of 1916, Art will be added to the subjects referred to in Regulations 29 (4) (*b*) and 37 (2) (*b*) of the Departmental High School examinations under the conditions therein set forth.

Bookkeeping, a Lower School Bonus

(4) Beginning with the examination of 1916 Bookkeeping and Writing (one paper) will be added as a bonus at the Lower School examinations on the same conditions as for Art in Regulation (3) above.

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1,200—May, 1915

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NOTICE TO BOARDS AND STAFFS

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High and Continuation Schools and Collegiate Institutes

The attention of the Boards and Staffs concerned is called to High School Regulation 8 (1) and (2) and Continuation School Regulation 5 (4), which, *inter alia,* prescribe as follows:

For the teachers of Art, Physical Culture, and the Commercial subjects in the High and Continuation Schools, the minimum qualification shall be an Elementary certificate; and, after reasonable notice by the Minister and on the report of the Inspector, members of the staffs who take part in the teaching of the subjects, but who do not hold the certificates prescribed above, shall qualify themselves for such certificates and Boards shall provide teachers with these qualifications. In the meantime, the Minister may accept, on the report of the Inspector, such qualifications as are found to be the highest available.

For teachers of the same subjects in the Collegiate Institutes, the qualification shall be a Specialist's certificate.

Provision has also been made for the issue of temporary certificates, but such certificates will be granted only for reasons satisfactory to the Minister and after Boards have shown by duly advertising and offering an adequate salary that they are unable to secure teachers with the prescribed qualifications.

For several years, the foregoing provisions have been brought to the attention of those concerned by the High and Continuation School Inspectors at their official visits. Moreover, free Summer Courses leading to the certificates prescribed in the above Regulations, are offered annually by the Department of Education. Of these courses many teachers have already availed themselves, and the Minister has now decided that it is in the interests of the schools that the Regulations cited above shall be generally enforced in accordance with the following provisions for the different classes of schools:

Collegiate Institutes

Art.—For the school year of 1915-1916, all teachers of Art shall hold at least an Elementary certificate in this department. After July, 1916, no school will be graded I under the Approved School Scheme unless the teacher of Art holds a Specialist's certificate, and Boards will be expected to have made due efforts to secure before that date a teacher so qualified.

Physical Culture.—All teachers of Physical Culture whose work was, at the last inspection thereof before July, 1913, reported as satisfactory, may, on the report of the Inspector from time to time, be regarded as qualified for the work, but only for the Collegiate Institute in which they were then engaged.

On the report of the Inspector, all others will be expected to qualify before September, 1916, the teacher in charge of all the classes for a Specialist's certificate, and any others taking part in the work for at least an Elementary certificate.

The Commercial Subjects.—The regulations prescribing the qualifications of teachers of the Commercial subjects shall be duly observed. There is no scarcity of Commercial Specialists.

High and Continuation Schools

Art.—All teachers of Art will be expected to secure Elementary certificates before September, 1916. After that date no school will be graded I under the approved School Scheme unless the teacher of Art holds at least an Elementary certificate.

Physical Culture.—All teachers of Physical Culture whose work was, at the last inspection thereof before July, 1913, reported as satisfactory, may, on the report of the Inspector from time to time, be regarded as qualified for the work, but only for the High or Continuation School in which they were then engaged. On the report of the Inspector all others will be expected to obtain at least an Elementary certificate before September, 1916.

The Commercial Subjects.—All schools having full Commercial Courses will be required to provide, before September, 1916, teachers holding at least an Elementary certificate. Even when only a part of the course is taken up, it is expected that the teacher shall hold an Elementary certificate.

High and Continuation Schools and Collegiate Institutes

In connection with the foregoing notice, Boards and Teachers of High and Continuation Schools and Collegiate Institutes should bear in mind the following provisions:

Grant for Physical Culture

(1) The Departmental grant of $50 for Physical Culture, provided for by Regulation, is payable only when the teacher holds a Specialist's certificate in Physical Culture; the Cadet Corps certificate alone does not qualify for teaching this subject or for the Departmental grant.

Lower and Middle School Art Courses

(2) The Department will not hereafter approve of the maintenance of a class in Middle School Art unless the following conditions are complied with:

(*a*) The teacher shall hold at least an Elementary certificate in Art.

(*b*) The equipment specified in the Regulations for Art models and the working equipment for Art rooms shall have been duly provided.

(*c*) A minimum of two hours a week shall be provided on the teacher's time-table for instruction in the subject in class.

(*d*) The Inspector's report of the equipment, organization, and teaching, shall be favourable.

(3) Beginning with the Departmental Lower and Middle School examinations of 1916, Art will be added to the subjects referred to in Regulations 29 (4) (*b*) and 37 (2) (*b*) of the Departmental High School examinations under the conditions therein set forth.

Bookkeeping, a Lower School Bonus

(4) Beginning with the examination of 1916 Bookkeeping and Writing (one paper) will be added as a bonus at the Lower School examinations on the same conditions as for Art in Regulation (3) above.

Circular No. 9(1)
2,000—September, 1916.

Ontario Department of Education

SEPTEMBER, 1916

Notice to Boards and Staffs

OF

High and Continuation Schools and Collegiate Institutes

RE

Qualifications of Staffs, Middle School Art, The Commercial Subjects, Admission to the Examinations, The Bonus Subjects, Carrying Over Subjects, School Books

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Notice to Boards and Staffs of High and Continuation Schools and Collegiate Institutes

The attention of the School Boards and Staffs concerned is hereby called to the following provisions which are now in force:—

QUALIFICATIONS OF STAFFS

1. In a Collegiate Institute (1) the minimum qualification for the head teachers of Art, the Commercial subjects, Physical Culture, Manual Training, Household Science, and Agriculture and Horticulture shall be a Specialist's certificate; and (2) after July, 1917, and subject to the report of the Inspector concerned, the minimum qualification for the other teachers of Art, the Commercial subjects, and Physical Culture shall be an Elementary certificate, and for the other teachers of Manual Training, Household Science, and Agriculture and Horticulture the minimum qualification shall be the same as for the head teachers of these subjects. (*Amendment to H. Sch. Reg. 8 (2) (a) and (b).*)

2. In a High or Continuation School (1) the minimum qualification for the head teachers of Art, the Commercial subjects, and Physical Culture shall be an Elementary certificate; of Manual Training and Household Science, an Ordinary certificate; and of Agriculture and Horticulture, an Intermediate certificate; and (2) after July, 1917, and subject to the report of the Inspector concerned, the minimum qualification of the other teachers of the aforesaid subjects shall be the same as for the head teachers. (*Amendment to H. Sch. Reg. 8 (1) (b) and (c), and Cont. Sch. Reg. 5 (4) (a) and (b).*)

3. But (1) until teachers with Specialists' certificates in Household Science, Manual Training, and Agriculture and Horticulture are available, an Ordinary certificate in Household Science and Manual Training, and an Intermediate certificate in Agriculture and Horticulture will be accepted as the minimum qualifications for the head teachers of these subjects in Collegiate Institutes; and (2) a teacher of Physical Culture in a Collegiate Institute or a High or Continuation School whose work in this subject was reported as satisfactory before July, 1913, may, on the report of the Inspector from time to time, be accepted as qualified for the subject, but only for the school in which he was then employed. (*See Circular 9 of 1915.*)

NOTE.—The "reasonable notice" provided for H. Sch. Reg. 8 (1) (*d*) and Cont. Sch. Reg. 5 (4) (*c*), relating to the provisions of Regs. 1 and 2 above was duly given in Circular 9 of 1915, and by each inspector in his official report of the School Year, 1915-16.

Special Notice to School Boards

In Schools where the teachers concerned are not qualified as prescribed in 1 (1), 2 (1), and 3 above, the Boards concerned shall, on receipt of this circular, submit to the Minister for his consideration a statement setting forth in detail in the case of each teacher—

(1) His name and the numbers and dates of his academic and professional certificates;

(2) The subject or subjects in question which he is now teaching;

(3) His preparation for and experience in teaching said subject or subjects, and—

(4) The conditions which led the Board to appoint him to teach said subject or subjects.

ORGANIZATION

Physical Culture

4. Subject to the following conditions and not later than September, 1917, the sexes shall be separately trained in Physical Culture by male and female teachers respectively in the Collegiate Institutes and the High and Continuation Schools:

(1) In the Collegiate Institutes, the head teachers of the boys and the girls shall hold Specialists' certificates in Physical Culture, and—

(2) In the High Schools with two teachers and in the Continuation Schools, Grades B and C, the organization shall be subject to the report of the Inspector. (*Amendment to H. Sch. Reg. 16 (2) (d) and Cont. Sch. Reg. 13 (2) (c).*)

Middle School Art

5. The Department will not hereafter approve of the maintenance of a class in Middle School Art unless the following conditions are complied with:

(*c*) (i) The teacher of Middle School Art shall hold at least an Elementary certificate in Art.

(ii) The equipment specified in the Regulations for Art models and the working equipment for Art rooms shall have been duly provided.

(iii) A minimum of two hours a week shall be provided on the teacher's time-table throughout at least one school year for special instruction in the subject in class.

(iv) The Inspector's report of the equipment, organization, and teaching shall be favourable. (*Addition to H. Sch. Reg. 14 (4) (a), and Cont. Sch. Reg. 11 (4) (a).*)

The Commercial Subjects.

6. Principals should bear in mind the fact that the Regulations provide only two ways in which Book-keeping and Writing, Stenography, and Typewriting may be taken up :

(1) By organizing a regular Commercial department under the special Regulations therefor; and—

(2) By adding these subjects, or any of them, to the subjects of one of the courses prescribed in H. Sch. Reg. 13 (1) and Cont. Sch. Reg. 10 (1) (*Note to H. Sch. Reg. 13 (1) (a) and Cont. Sch. Reg. 10 (1) (a).*)

DEPARTMENTAL EXAMINATIONS

Admission.

7. (1) No applicant may be admitted to any of the examinations detailed in the Regulations 38, 39, 41, and 42 which include English Literature, unless he complies with the following conditions:

(*a*) In the case of teachers who are actually and regularly engaged in teaching, the official form of application shall include a certificate, signed by the applicant, that he has read carefully during the preceding year, in addition to the works prescribed for the examination, at least four suitable works in English Literature, at least one of which shall be poetry, and the names of the books and the authors shall be given in said certificate.

(*b*) In the case of other applicants, the official form of application shall include a similar certificate signed by the Principal of the School in which the candidate has completed the course for said examination.

(2) No applicant may be admitted to an examination in Art, Book-keeping and Writing, Science, Manual Training, Household Science, or Agriculture and Horticulture, unless he complies with the conditions set forth in Reg. 37 (2) (*a*) and (*b*). *Amendments to Regulation 37 (1) and (2).*)

Bonus Subjects.

8. Each of the question papers in the bonus subjects in Latin, Art, Book-keeping and Writing, Manual Training, Household Science, and Agriculture and Horticulture shall be valued at 50 marks. (*Reg. 44 (7) amended.*)

9. Under the following conditions, candidates may take in addition to the obligatory subjects of an examination one of the subjects as set forth in the following scheme and shall have the marks obtained thereon added as a bonus, provided that they have made at least the percentage required and that the provisions of Regulation 37 (2) (*b*) have been duly complied with:

(1) (*a*) At the Model School Entrance and the other Lower School examinations 50 per cent. on the question paper in Book-keeping and Writing, Manual Training, Household Science, or Agriculture and Horticulture.

(*b*) At the Middle School Normal Entrance examination, 34 per cent. on each of the question papers in Middle School Latin or Art or Agriculture and Horticulture, and 50 per cent. of the aggregate marks.

(*c*) At either Part I or Part II of the Faculty Entrance examination, if the bonus has not been already taken at a Middle or an Upper School examination, 34 per cent. on each of the question papers in Middle School Art, or Agriculture and Horticulture and 50 per cent. of the aggregate marks.

(*d*) No candidate who divides an examination, as provided in Regs. 41 (2) and 42 (2) for those engaged in teaching, may take a bonus subject.

(2) The teacher or teachers of the bonus subjects shall hold the certificates prescribed in 1 (1) and 2 (1), p. 3, above. Temporary certificates will not be accepted.

(3) (*a*) In the case of Book-keeping and Writing, the equipment and accommodations shall be satisfactory to the Inspector, and, in the case of the other subjects, they shall be those prescribed by the Regulations.

(*b*) The minimum time on the time-table in the case of Writing shall be the equivalent of two half-hour periods per week for the first year; in the case of Book-keeping, the equivalent of three half-hour periods per week for one year with seat work in addition; and, in the case of each of the other bonus subjects, the time prescribed by the Regulations.

(4) The teaching and the work done by the pupils shall be satisfactory to the Inspector; and, when practicable, the most important work done by the pupils shall be kept for the Inspector's examination.

(5) (*a*) No bonus subject may be taken up in a Grade C Continuation School; nor in a Grade B Continuation School or a High School with two teachers may any bonus subject be taken up without the approval of the Inspector obtained before the course is undertaken.

(*b*) No bonus subject may be taken up in any other school unless adequate provision is made on the time-table for the prescribed subjects of the school courses taken up therein. In particular, in all schools, adequate provision shall be made for Physical Culture, Oral Composition, and class work in Supplementary Reading, and the other classes of the First and the Second year of the Lower School courses shall not be taught together. (*Regulation* 45 (1)—(5) *amended.*)

Carrying Over Subjects.

10. (1) Any candidate may carry over a subject from one of the examinations or parts thereof, as prescribed in Regulations 38, 39, 41, and 42, to another of these examinations which he has not already passed and for admission to which he is eligible, provided that—

(*a*) In that subject he has made not less than 25 per cent. of the marks assigned thereto.

(*b*) Omitting that subject and the bonus subject, he has made 40 per cent. on each subject with an average of 60 per cent. thereon.

(*c*) At the second examination, which shall include the subject carried over, he obtains 40 per cent. in each subject with an average of 60 per cent.

(2) An Upper School examination in any one of the following subjects will be accepted instead of an examination in the corresponding subject carried over from the Middle School examination:

English Literature, English Composition, Algebra, Geometry, Physics, or Chemistry.

(3) In no case may the subject carried over be taken or counted as an examination by itself. (*Regulation 43 amended.*)

School Books.

11. (1) The new text-book in Chemistry and the Laboratory Manual in Chemistry the publication of which was announced for September in the text-book circular of 1916, will not be authorized at present. Until further notice, an adequate supply of the old books will be provided by the publishers, The Macmillan Company of Canada.

(2) According to a notification received from Nelson & Sons, the publishers of "The Children's Story of the War," the price of each monthly volume thereof is 12c. not 16c. (*Schedules B and D of the Text-book circular of 1916 amended.*)